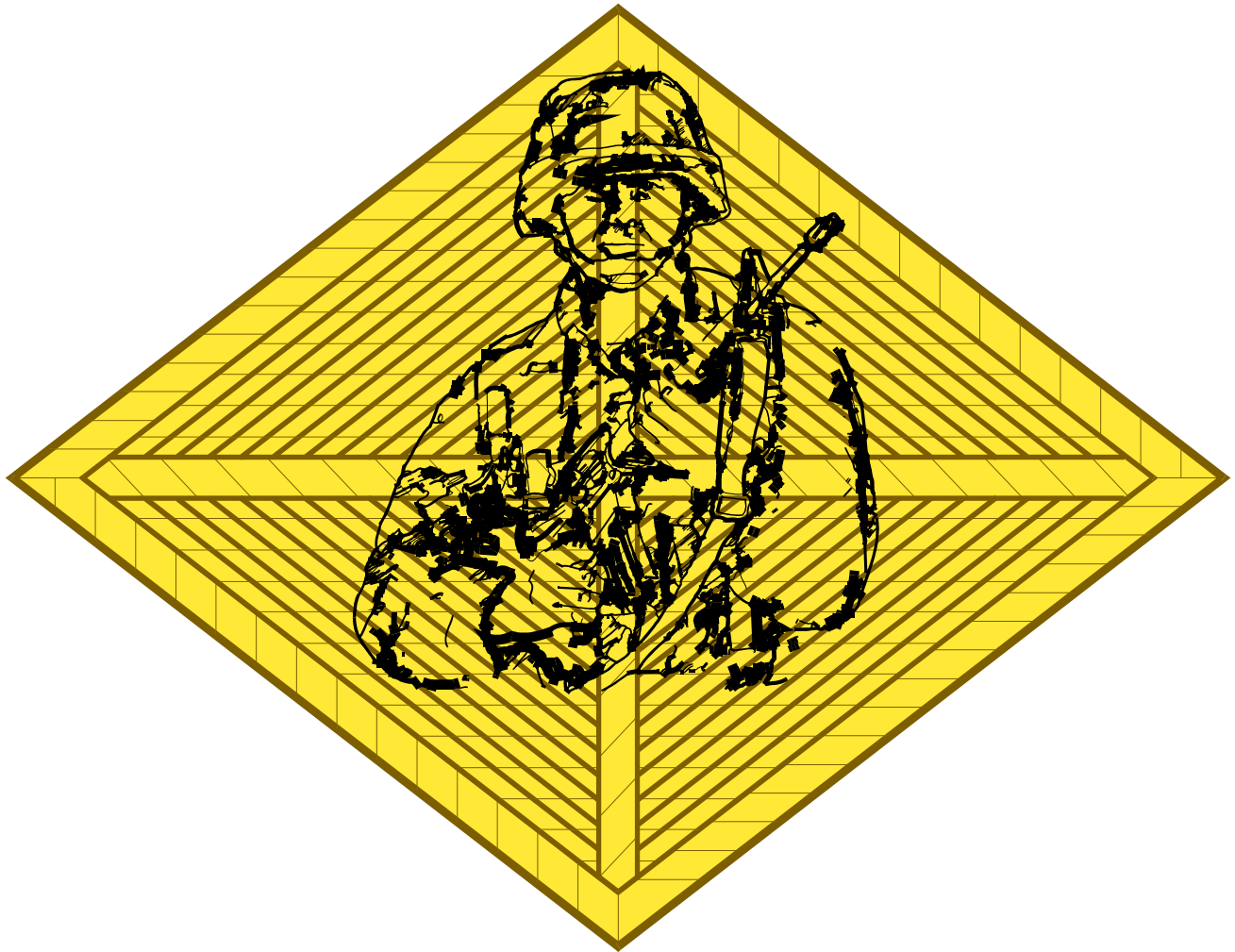




# THE COMMANDER'S FINANCIAL HANDBOOK



**“SERVE AND DEFEND”**

PRESENTED BY: 175th FINCOM

February 2003



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## ◆BASIC ALLOWANCE FOR SUBSISTENCE (BAS)◆

1. REFERENCE: DODFMR, Volume 7A, Chapter 25, FEB 2001, and AR 210-10, Administration.
2. Officers are entitled to BASO and enlisted are entitled to Partial BAS at all times.
3. Enlisted soldiers may become entitled to BAS, on a daily basis, under the following conditions:
  - a. When rations in kind are not available.
  - b. When permission to mess separately is granted.
  - c. When assigned to duty under emergency conditions where no dining facilities are available.
4. Substantiating documents required.
  - a. FB form 2499-R-E, Authority to Ration Separately completed upon in processing for E-7 to E-9, and married soldiers accompanied with dependents.
  - b. DA Form 4187, Personnel Action, for initial entitlement or termination of entitlement.
  - c. DD Form 1475 (Basic Allowance for Subsistence-Certification). A record of meals missed because of periodic official absence (Non-TDY) from the soldier's permanent assignment. Supports payment of supplemental or prorated BAS.
5. Approving authorities.
  - a. For soldiers in pay grade E-7 or above, the soldier may request BAS in their own right. Finance will authorize this entitlement upon in-processing on FB Form 2499-R-E.
  - b. For soldiers in pay grade E-6 and below, the soldier's commander must authorize BAS on DA Form 4187.
  - c. For soldiers residing off-post or in government quarters, approval may be made by the soldier's commander or his designee.
  - d. For soldiers requesting BAS based upon impracticality, approval must be made by a field grade officer.
  - e. For soldiers requesting BAS due to medical reasons, approval must be given by a medical review board. Documentation must be attached to the DA Form 4187.
  - f. For soldiers in pay grade E- I and above with concurrent travel, BAS will be authorized upon in processing by finance.
  - g. Retroactive approvals of over 30 days require approval by an O-5 or above and vocal orders confirmed (VOCO) effective date.

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## ◆ Basic Allowance for Subsistence (BAS) Reform ◆

Effective 1 January 2002, The National Defense Authorization Act for Fiscal Year 2002 entitled all enlisted members to BAS on a permanent basis after completion of basic training. For the first time, BAS is also linked to increases in the food cost index as calculated by the U.S. Department of Agriculture. BAS Reform does not change current policies regarding the issuance of meal cards and/or use of dining facilities and applies to all DoD service members.

The 2003 BAS rate was increased by 0.5% for officers and 0.5% for enlisted members. The 2003 standard monthly BAS rate for officers is \$167.20 and \$242.81 for enlisted members. All enlisted members who are required to be billeted in single government quarters and who are subsisted in kind (members on meal cards) will have the discount meal rate automatically collected from their pay each month at a rate of \$7.00 per day for three meals, whether eaten in the dining facility or not.

Meal collections are based on the number of days in the month; collection will be made for 31 days in January, 28 days in February, 30 days in April and so on. For example, in the month of January 2003, all enlisted members will receive \$242.81 in BAS in the Entitlements column of the LES(see figure 1A), and members subsisted in kind will have a debt of \$217.00 (\$7.00 per day for 31 days) collected in the Deduction column of the LES(see figure 1B), resulting in a net effect of \$25.81(see note 1). This will leave the service member with about the same amount of net BAS entitlement as they previously received in December 2001(see figure 2).

Enlisted members in the grade of E-7 or above, officers and members otherwise authorized to mess separately will not have meals collected from their pay. These members will pay the standard rate in cash for meals eaten in the dining facility.

For more information contact your servicing finance office: Area I – DSN 730-3395, Area II – 723-8453, Area III – 753-8210 and Area IV – 768-6944.

### *BAS ENTITLEMENT AND DEDUCTION AS SCHEDULED TO APPEAR ON JAN 02 LES FOR MEMBERS SUBSISTED IN KIND (MEAL CARD HOLDERS).*

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																						
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.		GRADE		PAY DATE		YRS SVC											
	DOE, JOHN T.				123456789		E4		960820		04											
ENTITLEMENTS					DEDUCTIONS																	
	TYPE		AMOUNT		TYPE		AMOUNT		TYPE													
A	BASE PAY		1749.30		FEDERAL TAXES		224.27		COMB FED CAMP													
B	BAS		242.81		FICA - SOC SECURITY		104.17		DISCRETIONARY													
C	SAVE PAY		50.00		FICA - MEDICARE		24.36		DISCRETIONARY													
D					SGLI FOR 250,000		20.00		DISCRETIONARY													
E					STATE TAXES		45.75		AER ALLOT													
F					AF-RH		.50															
G					DEBT		217.00															
H																						
I																						
J																						
K																						
L																						
M																						
N																						
O																						
TOTAL			1971.90						628.30													
LEAVE	BF BAL	32.5	ERND	10.0	USED	0	CR BAL	42.5	ETS BAL	73.0	LV LOST	0	LV PAID	0	USE/LOSE	2.5	FED TAXES	1730.30	WAGE PERIOD		WAGE YTD	8235.10

**Figure 1**

Note 1: \$242.81 - \$217.00 = \$25.81 net entitlement to the service member.

*PARTIAL BAS AS IT APPEARED ON THE DEC 01 AND PREVIOUS LESs FOR MEMBERS SUBSISTED IN KIND (MEAL CARD HOLDERS).*

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DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT												
ID	NAME (LAST, FIRST, MI)				SOC. SEC. NO.		GRADE		PAY DATE		YRS SVC	
	DOE, JOHN T.				123456789		E4		960820		04	
ENTITLEMENTS					DEDUCTIONS							
	TYPE		AMOUNT		TYPE		AMOUNT		TYPE			
A	BASE PAY		1576.20		FEDERAL TAXES		210.78		COMB FED CAMPAI			
B	BAS		26.66		FICA - SOC SECURITY		97.72		DISCRETIONARY AL			
C	SAVE PAY		50.00		FICA - MEDICARE		22.85		DISCRETIONARY AL			
D					SGLI FOR 250,000		20.00		DISCRETIONARY AL			
E					STATE TAXES		43.00		AER ALLOT			
F					AFRH		.50					
G												
H												
I												
J												
K												
L												
M												
N												
O												
TOTAL			1652.86						394.85			
LEAVE	BF BAL	ERND	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE	FED TAXES	WAGE PERIOD	WAGE YTD	
	32.5	7.5	0	40.0	73.0	0	0	2.5		1626.20	6504.80	

**Figure 2**

NOTE 2: Members in the grade of E-7 and above and those authorized to mess separately will continue to receive BAS in the entitlements column of the LES and there will be no debt amount in the deduction column.



## ◆BASIC ALLOWANCE FOR HOUSING (BAH) - TYPE I AND 11◆

1. REFERENCE: DODFMR, Volume 7A, Chapter 26

2. General. All soldiers in a pay status are entitled to BAH, if not assigned family-type government quarters. If assigned to family government quarters, there is no entitlement of any type of BAH for the soldier. There are six types of BAH: Partial BAH (Rebate), BAH Without Dependents, BAH with Dependents, BAH/Differential, and PCBAH. Effective 1 January 1998, recertification is required upon terminating family government quarters, arrival at new Permanent Duty Station (PDS) or when changes in marital status occur. BAH I rate is payable according to the PDS zip code and Basic Allowance for Housing Type II is a fixed rate.

3. **PARTIAL BAH (REBATE)** --Paid to single soldiers living in the barracks. No entitlement to Partial BAH exists if soldier is entitled to BAH-DIFF.

4. **BAH WITHOUT DEPENDENTS**--Paid to single soldiers or geographical bachelors authorized to move out of the barracks to an off post address -OR- when a soldier is married to another soldier and they have no dependents between them and are residing at the same duty location. This type of BAH is authorized to soldiers E-7 and above on their own election upon in-processing at a new permanent duty station and when barracks space is not available.

5. **BAH WITH DEPENDENTS**--Paid to soldiers whose spouse and/or children are not service members. In cases where a soldier is married to another service member assigned to the same duty station, only one is authorized to claim the with dependent rate when children are involved. The other soldier may claim BAH at the without dependent rate. The soldier with the higher grade/rank normally claims dependents due to a higher rate of BAH entitlement but either can apply for with dependent rate when agreed to in writing.

6. **BAH/DIFF** --Paid to a soldier for court ordered child support as long as proof of support can be verified through an established allotment deduction, garnishment of wages on the Leave and Earnings Statement (LES), canceled checks, etc. BAH/DIFF is not payable if the amount of support is less than the authorized rate of payment.

7. **PCBAH**--Paid at the without dependent rate to single soldiers E-4 (over 4 years of service) or higher for leave and travel time during a PCS move.

8. **BAH TYPE 11** --Paid to soldiers during a PCS move from OCONUS to CONUS after vacating family government housing overseas. Also paid to reserve soldiers ordered to active duty for periods less than 140 days, BAH-11 is a fixed rate known as table rate BAH.

**DOCUMENT REQUIRED:** DA Form 5960, Authorization to Start, Stop, or Change Basic Allowance for Quarters. Note: Item 12 no longer applies.

1. To authorize BAH at the with dependent rate any grade:

a. For officers, submit DA Form 5960;

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- b. For enlisted soldier just recently married, submit DA Form 5960 and a copy of the marriage certificate.
  - c. For a soldier vacating family quarters, a DA Form 5960 and copy of termination of government quarters.
  - d. For a single soldier who has legal physical custody of the child, a DA Form 5960, a copy of the birth certificate, and a court order establishing parentage and custody is needed.
  - e. For soldier claiming BAH for parents or for dependent children over 21 years attending college, DD Form 137, and documentary proof of support is mailed by the PAC or our office to DFAS-Indianapolis for approval.
2. To authorize the BAH at the without dependent rate:
- a. For single soldier or geographical bachelor E-6 and below, DA Form 5960 and a certificate of non-availability by billeting authorizing the soldier to live off post.
  - b. For soldier married to another soldier residing at the same PDS, a DA Form 5960 and copy of marriage certificate.
3. To authorize BAH-DIFF, submit DA Form 5960, proof of support for the child, birth certificate and divorce decree (if applicable)

NOTE: A single SM can receive BAH at the without dependent rate and BAH/DIFF at the same time if they are paying child support. If SM is authorized to move into family-type government quarters, soldier is not entitled to BAH-DIFF.



## ◆FAMILY SEPARATION HARDSHIP (FSH)◆

1. REFERENCE: DODFMR, Volume 7A, Chapter 27

2. GENERAL: There are two types of Family Separation Hardship (FSH): Type I and Type II. FSH is authorized to compensate a soldier for added expenses incurred because of forced separation from their dependents. Both types are payable to soldiers with primary dependents.

### FSH-TYPE I

Purpose: To compensate a soldier with dependents for added expenses for housing caused by non-availability of government quarters (i.e., billets, SEBQ, BOQ) while in receipt of BAH for the soldier's dependents. In other words, the soldier must maintain a home for themselves and a home for their dependents. Soldiers are entitled to FSH in CONUS when their orders DO NOT ALLOW family members to accompany the service member to the duty station. This mainly applies to oconus duty stations/ Grade Eligibility: All soldiers, regardless of pay grade, are eligible for FSH-1.

Monthly Amount Payable: An amount equal to BAH Type II for a soldier without dependents in the same pay grade.

Restrictions: **FSH-1 IS NOT** payable under the following conditions even though the soldier may be receipt of BAH for their dependents:

- a. A soldier divorced or legally separated from their spouse.
- b. A soldier whose dependent children are in the legal custody of another person, even though the soldier may be in receipt of BAH in their behalf for the support of the children.
- c. A soldier whose dependents were returned to CONUS early for personal situation/reasons.

### FSH-TYPE II

Purpose: This FSH provides compensation for added expenses incurred because of enforced family separation under conditions shown in the DODFMR. The two types of FSH in this category are FSH-T and FSH-R; both are only paid for periods of separation over 30 days. FSH-T is for periods of temporary duty or field duty away from the permanent duty station. FSH-R is paid for soldiers on deferred travel awaiting arrival of dependents.

Rate payable: \$100.00 per month or \$3.33 per day based on 30 days per month.

Restrictions: A soldier is not considered a soldier with dependents for FSH-Type 11 entitlement when:

- a. The sole dependent is placed in a institution for a known period of over one year for an indefinite period, which may be expected to exceed one year.
- b. The sole dependent is a spouse from whom the soldier is legally separated or child (children) in the legal custody of another person.

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c. The dependent parent does not reside in a home, which the soldier controls, supervises, and maintains for mutual use when circumstances permit.

Effective January 1, 1998, Member Married to Member Couples are entitled to FSH-II under the same general conditions as members with non active duty dependents, provided the couple were residing together immediately before being separated by reason of execution of military orders.

a. Not more than one monthly allowance may be paid with respect to a married military couple for any month. Each may be entitled to FSH-II within the same month, but cannot be simultaneously entitled. Payment will be made to the member whose orders resulted in the separation. If both members receive orders requiring departure on the same day, then payment will go to the senior member.

b. If the A member meets the requirements for credit of FSH-II, but entitlement is precluded by an existing entitlement status of the spouse, then the second member may still be qualified, become immediately entitled to FSH-II upon termination of the spouse's status. The couple may qualify for sequential entitlements to FSH-II provided military orders keep them continuously separated.

c. In order to qualify for subsequent entitlement to FSH-II, married member couples, no longer separated by reason of military orders, must re-establish a joint household and reside together.

NOTE: The couple is never entitled to FSH-I.

FSH and TDY Entitlements incident to TDY assignments (FSH-T): To qualify for FSH-T while in a TDY status or while participating in an exercise away from the permanent duty station, the period of absence must be in excess of 30 days. Credit for FSH-T may not be made until the soldier has been on TDY continuously for more than 30 days. Compute this period by counting the actual number of days in the month, including the day the soldier departs the permanent duty station and the day prior to arrival at the permanent duty station. Payment is supported by DD Form 1561 and paid out TDY travel voucher by the servicing OPLOC.

Effect on FSH of temporary social visits by dependents: FSH-I. and FSH-R, credit continues to accrue while the soldier's dependents visit at or near the duty station, but not for longer than three continuous month. Facts must clearly show that the dependents are merely visiting and that the visit is temporary and intended to not exceed three months. If for unforeseen (due to illness or other emergency), a bona fide social visit extends beyond three months, credit for FSH will stop at the end of the 3 month period.



## ◆CLOTHING MONETARY ALLOWANCE (CMA)◆

### 1. REFERENCE: DODFMR, Volume 7A, Chapter 29

#### 2. General:

- a. All personnel authorized basic pay is authorized a Clothing Monetary Allowance (CMA) or direct issuance of clothing.
- b. Upon entry onto active duty, enlisted personnel are provided an initial issue of personal clothing. During the first six months of active duty, direct exchange of clothing items may be authorized IAW AR 700-84. During this period, no monetary allowance for clothing maintenance and/or purchase will be paid.
- c. Enlisted women receive an additional monetary allowance upon entry onto active duty to defray expenses incurred in purchase of items of personal clothing not issued-in-kind. Additionally, the monetary allowance authorized to male and female members will differ to the expense incurred in maintenance of particular female items of personal clothing.
- d. Upon entry onto active duty, officers are provided an initial monetary allowance in lieu of issue-in-kind. Monthly monetary allowance for clothing maintenance is not authorized for officers. Associated form for entitlement is FB Form 680.

#### 3. ENTITLEMENTS:

- a. Enlisted personnel are automatically entitled to credited with CMA-Basic effective the first calendar day after completion of 7 months of active duty, based upon the PAY ENTRY DATE (OPED). This entitlement is computer-generated and is automatically paid annually without input by the unit.
- b. Enlisted personnel are automatically entitled to and credited with CMA Standard effective the first calendar day after completion of 36 months of active duty, based upon the OPED. This entitlement is computer-generated and is automatically paid annually without input by the unit.
- c. Enlisted personnel converted/appointed to Warrant or Commissioned Officer Status are authorized a one-time additional clothing allowance to defray the expense of converting items of personal clothing. Appointments are required for payment. Associated form for entitlement is FB Form 729.
- d. CMA (all types) are reflected on the LES as CRA and are paid annually during the same month as the soldier entered active duty (OPED date).
- e. Civilian Clothing is processed by the DMPO. The input for payment is supported by orders approved by MACOM per AR 700-84.



## ◆TEMPORARY LODGING ENTITLEMENT (TLE)◆

1. REFERENCE: JFTR, Chapter 5, Part H, U5700

2. GENERAL: Temporary Lodging Entitlement (TLE) is authorized to partially reimburse a member for the more than normal expenses incurred during temporary lodging and meal expenses incurred as a direct result of using temporary lodging inside the continental United States.

a. Payable before departure from the area of the losing station or after arrival in the area of the gaining station when per them is not payable.

b. Maximum of 10 days for a PCS to a CONUS PDS or 5 days to an OCONUS PDS.

c. Maximum of \$110 per day payable.

d. No entitlement for first or last PCS move. Effective 5 OCT 99, enlisted members on first PCS to PDS are entitled to TLE.

3. PROCEDURES:

a. Soldier reports to Billeting (The INN) before checking into the hotel or guesthouse.

b. Soldier obtains Billeting approval in the form of a certificate of non-availability number (CN#) prior to seeking hotel accommodations.

c. If service member does not lodge in billeting or the Fort Bliss Inn, he or she must obtain a certificate of non-availability stamped on the orders or DA Form 31 by billeting or the Fort Bliss Inn. Failure to obtain CN# may result in payment of TLE to be equal to cost of lodging at the Fort Bliss Inn verses the higher cost of the lodging/hotel rates.

4. DOCUMENTATION REQUIRED:

a. DA Form 2142, Pay Inquiry

b. TLE/TLA certification sheet

c. DD Form 1351-2 (Travel Settlement Voucher) fully computed by the travel branch at building 505.

d. Authentic lodging receipts (if authentic receipts are not available, the service member must provide a signed statement certifying the validity of the lodging receipts.)

e. PCS orders.

**IMPORTANT NOTICE:** TLE packets must be submitted and processed through the unit PAC and must be reviewed by the PSNCO. Hand-delivery of the packets by the service member to the DMPO will only result in delaying the payment.

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## ◆TEMPORARY LODGING ALLOWANCE (TLA)◆

1. REFERENCE: JFTR, Chapter 9, Part C, U9200
2. GENERAL: Temporary Lodging Allowance (TLA) is authorized to partially reimburse a member for the more than normal expenses incurred during temporary lodging and meal expenses incurred as a direct result of using temporary lodging **outside** the continental United States.
3. DOCUMENTATION REQUIRED:
  - a. DA Form 2142, Pay Inquiry
  - b. TLE/TLA certification sheet
  - c. DD Form 1351-2 (Travel Settlement Voucher) fully computed by the travel branch at building 505.
  - d. Authentic lodging receipts (if authentic receipts are not available, the service member must provide a signed statement certifying the validity of the lodging receipts.)
  - e. PCS orders.
  - f. AE Form 3652 or AF Form 1357 or certificate of approval for TLA payment from the overseas Housing Officer. The service member must have official approval documentation from the overseas Housing Office.



## ◆TEMPORARY DUTY TRAVEL CLAIMS (TDY)◆

### 1. REFERENCE: JFTR, CHAPTER 4

2. GENERAL: A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a soldier while performing temporary duty travel away from the member's permanent duty station (PDS). The soldier can also be reimbursed for the cost of transportation and miscellaneous reimbursable expenses when authorized or approved.

### 3. DOCUMENTATION NEEDED TO FILE A CLAIM:

#### a. DD Form 1351-2, Travel Voucher or Sub voucher

1. Soldier must ensure the voucher is complete and correct
2. Ensure block 21 is signed by the travel (original signature is required).
3. Ensure block 22 is signed by the approving official.

#### b. Original and 3 copies of DD Form 1610, Request and Authorization for TDY travel of DOD Personnel.

1. The preparer must ensure all blocks are completed and information provided is correct.
2. Ensure blocks 17, 18, and 19 are signed by authorized personnel.

#### c. Original lodging receipts and three copies.

#### d. Receipts for miscellaneous reimbursable expenses exceeding seventy-five dollars (\$75.00). Provide original and three copies.

#### e. Original receipt and three copies of all commercial or government transportation tickets used by the soldier.

#### f. Original receipt and three copies of registration fee regardless of amount paid.

#### g. Original and three copies of all advances or accrual payments received.

#### h. Original and three copies of Statement of Non-availability for meals and lodging when applicable.



## ◆ADVANCE OF PAY CERTIFICATION/AUTHORIZATION◆

### 1. REFERENCES:

- a. DODFMR Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, Chapter 32, dated June 2002.
- b. AR 37-101-4, Military Pay and Allowances Policy and Procedures-Active Component, dated September 1994.
- c. DD Form 2560, Advance Pay Certification/Authorization, dated March 1990.

2. GENERAL: Advance of Pay are cash outlays to soldiers primarily intended to offset unusual expenses incident to a government-ordered Permanent Change of Station (PCS), Evacuation of Dependents, or Mobilization of Reserve Component forces. Advances impact the federal deficit and are not a solution for personal financial hardships not associated with a relocation of the soldier or the soldier's family members.

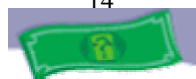
3. DISCUSSION: Financial managers and Commanders must take a proactive posture to ensure that advances of pay are used judiciously. Inappropriate use of an advance of pay can have a detrimental impact on a soldier's monthly pay entitlements during the repayment period. In lieu of an Advance of Pay, financial managers must emphasize and encourage the use of other available relocation entitlements more befitting the actual or anticipated expense associated with the relocation. In general, these alternate entitlements have little or no impact on the soldier's regular monthly pay. Current policy guidance allows an advance of pay to the extent that incurred or anticipated expenses exceed those covered by:

- a. Overseas Station Housing Allowance (OHA)
- b. Travel entitlements (mileage and per diem) for both the soldier and family members'
- c. Dislocation Allowance (DLA)
- d. Basic Allowance for Housing

A soldier in receipt of PCS or other relocation orders does not necessarily require an advance of pay. Accordingly, the soldier should justify where the advance of pay is required to meet the extraordinary expenses of a government-ordered relocation that cannot be met with alternate pay entitlement. Thus it is prudent for the financial manager to request the certification of actual or anticipated expenses (DD Form 2560, Part 1) prior to authorizing an advance of pay. The certification of expenses, actual or anticipated, enables the financial manager to properly advise the soldier on alternate pay entitlements more appropriate to meet the soldier's needs. At a minimum, a DD Form 2560 must have parts 1, 11, IV filled out.

### 4. POLICY CLARIFICATION:

In accordance with paragraph 15-4 (b), AR 37-104-4, financial managers are the final approval authority for all advances of pay. The financial managers must use good judgment as to the written justification submitted since the advance payments made at the financial risk of the FO. Soldier's requesting an advance of pay need to complete Part II, DD Form 2560 so the finance officer can help determine the best type of pay entitlement that will meet the soldier's relocation needs.



This section does not restrict the soldier's right to an advance of pay. Financial managers and Commanders share the responsibility to encourage the use of alternate pay entitlements available to the soldier, which will have the least financial impact on the soldier or family members.

### **OVERALL ENTITLEMENTS FOR AN AP**

1. Soldier is entitled to 2 requests for up to three months AP minus taxes, Montgomery G. I. Bill, forfeitures, garnishment, and bankruptcy incident to a PCS.
2. One month's AP at the losing station or in transit and two months AP at the new duty station can be requested.
3. SM can request up to three months AP at the new duty station.
4. E- I through E-4 must have part 1, 11, 111, IV, V. Justification is needed if soldier is single, without dependents or if it is your second request.
5. E-5 and above must have parts I, II, III, IV for any request. List of expenses in Part II, Items 7., 8., and 9 must be completed or risk disapproval. Justification is not needed at this time unless you want a proration for more than twelve months or more than one month. If it is your second request part V must be filled out with a justification.
6. Remember that the finance certifier is that final approving authority for all APs, not your commander.



## ◆CASUAL PAYMENTS (CP)◆

1. GENERAL: These are payments made to individual member (or groups when approved by organization commander). Finance has the responsibility to ensure payments are valid and properly paid.

2. PURPOSE: A casual payment may be paid under the following circumstances:

- a. Retroactive entitlement.
- b. Erroneous computation or collection.
- c. Inadvertent omission
- d. Health and Comfort (Personal Hygiene items).
- e. When warranted due to an emergency.

3. AMOUNTS PAYABLE: The lesser of:

- a. Amount requested by the soldier.
- b. Amount of pay and allowances accrued to date.
- c. Amount that would ensure that there is sufficient balance to the end of the month to satisfy all indebtedness, allotments and other charges.
- d. Amount of back pay due to the soldier for pay and allowance.

4. SUPPORTING DOCUMENTATION:

- a. DA Form 2142 (Pay Inquiry) must include sufficient explanation (be specific). Section II, block 2 must be completed and commander's signature is required for E-5 and below.
- b. All supporting documentation to verify entitlement for pay and allowances.



## ◆MEMBER AND DEPENDENT TRAVEL ALLOWANCES◆

1. REFERENCE: JFTR, Volume 1, Chapter 5, Part C and DFAS Regulation 37-1.

2. GENERAL: A soldier is entitled to travel pay for member and dependents at government expense from the old permanent duty station to the new permanent duty station regardless of rank, unless prohibited in the soldier's PCS orders. Advances are authorized for payment 10 days prior to date of departure. Requests for payment should be submitted 15 workdays prior to anticipated date of departure for timely scheduling and processing. Our office processes payment within three days of receipt or as scheduled and DFAS-IN requires three to five working days for processing EFT payment to member's bank account. The payment flows from DFAS-IN through the Federal Reserve and then to the financial institution.

### 3. AUTHORIZED REIMBURSEMENT:

When the soldier provides the transportation for the dependents at his/her own expense, reimbursement is authorized as follows:

a. For overland travel, a soldier may be reimbursed for the actual cost of transportation procured by common carrier, not to exceed the amount it would have cost the government to provide this transportation, or a monetary allowance in lieu of transportation based on the official mileage. If a monetary allowance is elected, it will be paid based on the number of authorized travelers traveling in the POV. An authorized traveler is any member or dependent performing travel incident to PCS orders.

Such MALT rate will be as follows:

1. \$0.15 per mile when only one authorized traveler occupies the POV.
2. \$0.17 per mile when two authorized travelers occupy the same POV.
3. \$0.19 per mile when three authorized travelers occupy the same POV.
4. \$0.20 per mile when four or more authorized travelers occupy the same POV.

Per Diem per day:

1. \$50.00 for service member.
2. \$37.50 for spouse when accompanying the member or \$50.00 when authorized to travel separately.
3. \$37.50 for all other dependents who are 12 years of age or older.
4. \$25.00 for all dependent children under 12 years of age.



- b. For transoceanic travel, a soldier may be reimbursed the cost of the commercial travel procured, not to exceed the amount it would have cost the government to provide this transportation, whichever is less.
- c. Transportation of dependents may also be provided by government or government procured transportation. In this case, there will be no reimbursement to the soldier for his/her dependents travel.
- d. Reimbursement expenses incident to the authorized travel of dependents are the same as those for a soldier's PCS travel.
- e. Dependent travel is paid after the soldier and the dependents have completed their move on PCS orders. Advance payment of dependent travel is authorized. Two copies of the dependent travel orders are required to substantiate the payment. In addition, receipts for all portions of the travel procured by the soldier must be provided. Payment for dependent travel is made on DD Form 1351-2 (Travel Voucher).
- f. If the soldier has concurrent travel approved and the dependents arrived with the soldier in Korea, dependent travel and dislocation allowance will be paid at the time of the soldier's in processing appointment. If the dependents are on deferred travel, the soldier must submit all documentation through the PAC to Travel Processing, Customer Service for reimbursement of travel allowances.

#### 4. UNAUTHORIZED REIMBURSEMENTS:

- a. If dependency was not established on or before the effective date of the soldier's PCS orders (day of arrival in Korea, less authorized travel time).
- b. For travel of dependents performed at personal expense before PCS orders are issued, before official notice is received that such orders will be issued, or before authorized date of travel contained in the 8TH PERSCOM Travel Authorization.
- c. For any travel of dependents that exceeds the distance between the old and new permanent duty station.
- d. For any travel of dependents between points other than the old and the new permanent duty station or a designated place other than the new permanent duty station for purposes other than with the intent to establish a bona fide residence for the dependents.
- e. For any portion of the dependents travel performed by a foreign registered airline or vessel, is the U.S. registered vessels or U.S. flag air carriers are available by the usually traveled route.
- f. For dependents receiving any other type of travel allowance from the government in their own right.
- g. If the dependents do not reside with the soldier at the old permanent duty station, reimbursement is only authorized from the dependent's residence to the new permanent duty station not to exceed the distance at the old to the new permanent duty station.

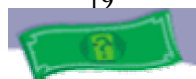


## ◆ **DISLOCATION ALLOWANCE (DLA)** ◆

1. **REFERENCE:** JFTR, Chapter 5, Part G

2. **PURPOSE:** To partially reimburse a member with or without dependents for the expenses incurred in relocating his or her household. This allowance is in addition to other travel allowances authorized and may be requested as an advance. DLA is not payable on the last PCS move.

3. **ELIGIBILITY:** A member with dependents is entitled to DLA when dependents relocate their household in connection with a PCS. DLA is not payable on the first or last PCS move. Normally no more than one DLA payment can be received in any one fiscal year. Dislocation allowance rate is published in a table in the JFTR. Dislocation allowance may also be paid to single soldiers who are required, upon arrival at the new duty station, to occupy economy quarters when no SEBQ, BOQ, or barracks space is available. Soldiers who occupy temporary lodging (to include SEBQ, BOQ, or residence hall) more than 60 days are entitled to DLA at the single rate with a certification of non-availability. Service member has 60 days from day of in processing to move on to the economy to be entitled to DLA at the without rate. A soldier married to soldier with no other dependents is considered to be single for purposes of paying DLA. DLA is also payable in some situations, in conjunction with Early Return of Dependents.



## ◆HOSTILE FIRE OR IMMINENT DANGER PAY◆

1. REFERENCE: DODFMR, VOLUME 7A, Chapter 10

2. GENERAL: Hostile fire or imminent danger pay is payable to all eligible soldiers to receive this special pay in addition to any other pay and allowances to which entitled. A soldier may not be paid more than one payment for any given month. Effective 1 Aug 1990 the rate payable is \$150.00. Hostile fire or imminent danger pay is subjected to federal taxation. The Secretary of Defense or his designee will determine when an area becomes designated to receipt of this special pay.

3. CONDITIONS OF ENTITLEMENT:

A member who is entitled to basic pay entitled to hostile fire or imminent danger pay for any month during any part in which the member either:

- a. Is on official duty in an area designated,
- b. Is subject to hostile fire or explosion of hostile mines, or
- c. Is killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action.

4. NON-PAY STATUS:

If a member enters a nonpay status during the month, hostile fire or imminent danger pay will be prorated for the number of days the member was in a basic pay status. A member's basic pay status ends on date of discharge or separation from the service, or on date of death, or on the day before the beginning date of certain specified types of absences from duty.



## ◆ COMBAT ZONE TAX EXCLUSION (CZTE) ◆

REFERENCE: DODFMR, Chapter 10

1. GENERAL: Combat zones are designated when an Executive Order is issued. Soldiers must be on official duty to qualify for the Tax Exclusion. This is an action in addition to designation of a hostile fire pay area.

2. QUALIFICATIONS FOR COMBAT ZONE EXCLUSION. A member is entitled to combat zone tax exclusion for any month during any part in which:

a. Member performs active service in a designated area. Periods in the zone during which members are absent because of sickness, wounds, interment by the enemy, or other lawful cause are periods of active service.

b. Prisoner of war or missing in action.

c. A member assigned to duty in the who is directed to perform temporary duty, granted official leave, or authorized to depart from the zone for other lawful cause.

d. A member who is present, however brief, in the combat zone on official duty requiring presence in that zone, including airspace of a combat zone, qualifies for combat zone exclusion for that month.

e. Performing military duties in areas outside the combat zone in direct support of military operations in the combat area. Commanders who feel members of their unit qualify for combat zone treatment under provision should request certification from the applicable approval authority as designated by the Secretary of Defense.

f A member hospitalized or re-hospitalized any place as a result of wounds, disease, or injury incurred while serving in a combat zone. A member is considered as hospitalizes or re-hospitalized until such time as status of a hospital. Combat Zone Tax Exclusion shall not apply to any months beginning more than 2 years after the date of termination of combat activities in the combat zone.

3. DOCUMENTATION NEEDED: The following documents may be used to input the entitlement for zone tax exclusion:

a. Flight manifest.

b. Travel order.

c. Travel voucher.

In most cases, the Finance Office will input this entitlement from the Travel Voucher.

NOTE: All soldiers are tax-exempt during months entitled to Hostile Fire Pay. Social Security and Medicare FICA deductions will be made as usual. Officers are exempt up to the amount of \$4377.90 (the current Basic Pay rate of the SGM of the Army plus \$150.00) and will increase accordingly with the January 1 pay raise.

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## ◆SEPARATION PAYMENTS◆

1. REFERENCE: DODFMR VOLUME 7A, CHAPTERS 34 AND 35

2. ACCRUED LEAVE PAYMENTS.

A soldier is entitled to be paid up to 60 days of accrued leave during their entire military career. Accrued leave can be paid to soldiers upon reenlisting, first extension and/or when separating or retiring. Soldiers must indicate how many days of accrued leave they desire to cash in not exceed the number of days currently accrued at the time of separation. Documentation needed to cash in leave must be one of the following:

- a. Reenlistment contract DD Form 4/1 through 4/4.
- b. Extension approval DA Form 1695.
- c. Separation orders, or
- d. Retirement orders.

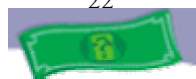
3. FINAL SEPARATION PAY:

All soldiers will be paid their final pay and allowances upon separation or retirement from the military. Soldiers will be paid all entitlements minus taxes. Soldiers should provide a valid address to the out processing technician/specialist for use by DFAS to forward final payments voucher and W-2. Soldiers should coordinate with PAC and FO at least 30 days prior to final date of separation or retirement to ensure all documentation is present to calculate their final pay correctly.

4. SPECIAL SEPARATION BENEFIT:

SSB is a lump sum payment computed by multiplying annual pay time's 15% year's active service. Soldiers electing the SSB must agree to serve in the Ready Reserve for at least three years. The SSB package also includes some non-monetary benefits, including:

- a. Commissary/PX use for two years after separation;
- b. Employment preference for non-appropriated fund jobs (Rod& Gun Club, bowling center, gymnasium, etc.).
- c. Health care for 120 days after separation (TRICARE/medical treatment facility)
- d. Use of family housing for 180 days (rental).



## ◆ ENLISTMENT AND REENLISTMENT BONUSES ◆

1. REFERENCE: DODFMR, VOLUME 7A, CHAPTER 9

2. GENERAL: There are three types of bonuses soldiers may be eligible to receive if they qualify. Soldiers may receive their payments by direct deposit. The three types of bonuses are as follows:

3. ENLISTMENT BONUS. An enlistment bonus may be paid to an enlistee when he/she meets the following conditions:

a. Enlists for a critical MOS for a period of 4 years or more.

b. Is one of the following:

1. Non-Prior Service Enlistee-served less than 180 days or has never served on active duty.

2. Prior-Service Enlistee-applies to a soldier who has never received an enlistment or reenlistment bonus or who is not currently entitled to a reenlistment bonus.

3. Reservist not on active duty who enlists in regular component and meets the criteria of (2) above.

c. Is not a Delayed Entry program reservist currently obligated to any other military service.

d. Qualifies for award of one of the designated military specialties.

e. Meets additional eligibility criteria as prescribed by the Secretary of the military department concerned.

### 4. AMOUNT OF ENLISTMENT BONUS

The bonus is an amount prescribed by the Secretary concerned, but no more than \$12,000.

### 5. METHOD OF PAYMENT

a. Paid upon completion of training and award of MOS.

b. First installment may not exceed \$7,000.

c. Remainder shall be paid in equal periodic installments, which may not be paid less frequently than once every 3 months.

d. Prior service enlistees requiring training of 30 days or more may be paid upon completion of formal training.

Prior service enlistees who do not require MOS training may not receive payment earlier than 30 days after arrival the first permanent duty station following reentry on active duty.



6. SELECTIVE REENLISTMENT BONUS (SRB). Three zones of consideration are established. The eligibility criteria for each zone is as follows:

#### ZONE A ELIGIBILITY

- a. Completed at least 21 months of continuous active service but no more than 6 years of active duty on the date of reenlistment. A break in service of less than 3 months is considered continuous active duty.
- b. Reenlist or extend for a period of at least 3 years provide the reenlistment or extension, when coupled with existing active service, provides a total period of active service of at least 6 years.
- c. Have not received a Zone A SRB.

#### ZONE B ELIGIBILITY

- a. Completed at least 6 but no more than 10 years of active duty on date of reenlistment or extension.
- b. Reenlist or extend at least 3 years, when coupled with existing active service, provides a total period of active service of at least 10 years.
- c. Have not received a Zone B SRB.

#### ZONE C ELIGIBILITY

- a. Completed at least 10 but no more than 14 years of active service on date of reenlistment or beginning extension.
- b. Reenlist or extend for a period of 3 years, when coupled with existing active service a total period of service of at least 14 years.
- c. Have not received a Zone C SRB.

Required documents for enlistment bonuses are still:

- 1. Enlistment contract 4/1, 4/2, and 4/3:
- 2. DA Form 3286-59, Statement for Enlistment, specifying amount;
- 3. Orders awarding MOS.

#### 7. AMOUNT OF PAYMENT

Bonus payments are based on multiples, not to exceed ten, of the member's monthly basic pay at the time of discharge, release from active duty, or the day before beginning of extension, multiplied by years of additional obligated service.

#### 8. METHOD OF PAYMENT

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a. First installment not to exceed 50%

b. Remaining installments paid in equal annual amounts over the remainder of the reenlistment period.

9. REGULAR REENLISTMENT BONUS. The maximum amount payable is \$2000. A regular reenlistment bonus RRB may be paid to an enlisted member who was on active duty on 1 June 1974, and who:

a. Enlists or reenlists within 3 months from date of discharge or separation after compulsory or voluntary active duty (except active duty for training).

b. Was paid a reenlistment bonus under a prior law for a reenlistment on or before 16 July 1954, and who during that enlistment elects to be paid, if otherwise eligible, the difference between the amount received and that, which would have been due as an RRB.

c. Was inducted into the military and who before expiration or required service, was discharged in order to immediately enlist in the regular component of the same service.

d. Was inducted into the military, completes required service, and enlists in the regular component of the same service within a 3-month period.



## ◆VOLUNTARY SEPARATION INCENTIVE (VSI)◆

REFERENCE: DODFMR, VOLUME 7A, Chapter 35,

VSI is an annual annuity consisting of twice the annual base pay times 2.5% times the years of active service. To be eligible:

1. Soldier must have served more than 6 years on active duty, full-time National Guard duty, or any combination thereof, but have less than 20 years of service creditable for retirement.
2. Soldier must not be immediately eligible for retired or retainer pay because of military service.
3. Soldier has not been approved for payment of SSB.
4. Soldier must agree to serve in the Ready Reserve for the entire period of receipt of VSI

VSI contains no non-monetary benefits, but does continue to a beneficiary if the soldier dies before the VSI is paid out.



## ◆ALLOTMENTS◆

1. REFERENCE: DODFMR, VOLUME 7A, CHAPTERS 41,42,43

2. GENERAL: The proper form needed to start stop or change an allotment is the DD Form 2558 (Authorization to Start, Stop or change and Allotment for Active Duty or Retired Personnel). The proper form to start, stop or change a US Savings Bonds is DD Form 2559 (Savings Bond Allotment/Active Duty or Retired Pay). The allotment may affect your net pay for either mid-month or end-of-month depending on the date of input. DD Forms 2558 and 2559 are completed by the soldier and submitted to the orderly room or PAC. The original copy of the document is forwarded on the UTM to the FO.

a. All allotments start actions take effect immediately upon receipt. The deducted amount will have an effect on the current mid-month pay if processed before mid-month cutoff of the same month. (E.g., soldier submits an allotment on 2 Feb 99 and cutoff is 6 Feb 99, the allotment will affect mid-month). If the allotment is received after mid-month cut-off the entire amount will be deducted from the end-of-the-month pay option. All allotments, except for Class C (CFC), F (AER-C) and T (FED) are started for indefinite periods.

b. The final deduction for all allotments will be the month indicated in item (5) of the DD Forms 2558 and 2559. This is the last month in which the deduction will be made. (i.e., if block 5 shows 9902 the last deduction will be deducted from the Feb 99 LES).

c. Changes of money amount can be made to allotments processed with DD Form 2558. If the soldier desires to make more than one change to the allotment (i.e. money amount and address) they must stop the allotment currently in effect and start a new allotment. Changes to Bonds, DD Form 2559 cannot be processed. The soldier must complete a stop for the Bond currently in effect and start a new bond.

d. The total dollar amount of all allotments for a soldier's account cannot exceed the total basic pay, BAH (for soldiers with family members and soldiers without family members in grade E-7 or higher), BASO (for commissioned and warrant officers), special pay for doctors, dentists, and veterinarians, flight pay, foreign duty pay, hostile fire pay, proficiency pay, FSA-R, submarine pay, diving pay, career, sea pay, and special pay for overseas extensions, less amounts withheld for federal tax, FICA tax, Medicare, repayment of proper debts, SGLI, DDP, and soldiers home.

e. The new DD Form 2558, dated Nov 96, may be used in lieu of the SF 1199A when starting an allotment to a financial institution. The purpose of the new DD Form 2558 is to minimize the number of forms a member must complete when starting an allotment.

f. The new DD Form 2558 has a block for the company code/routing number and the account/policy number. It also has the Statement of Understanding printed on the form.

In the past, a member was required to complete a SF 1199A, and old DD Form 2558, and sign the Statement of Understanding when starting an allotment to a financial institution. A member is now only required to complete the new DD Form 2558 when starting any allotment, including allotments to a financial institution.

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The only required use of the SF 1199A is when a member elects to change the financial institution where their regular monthly pay is sent. Please delete paragraph (b) in section 4.3.13.2 of the MPPM.

Finance offices should encourage the use of the new DD Form 2558 which may be reproduced locally.

#### IMPORTANT NOTE:

Effective immediately, allotments can no longer be sent to an individual's home address, except for overseas. All allotment starts to an individual must be to a financial institution to utilize financial institution to receive the allotment. A current lack of access to a financial institution by a potential allotment recipient does not represent an exception to policy.

### BONDS

1. General. Class B allotments are for the purpose of purchasing U.S. savings bonds on a monthly and multi-month basis. Bond, and MBOND allotments can be effective any month of the year. A bond will be issued after the appropriate number of deductions has been made. Savings bonds must be made payable to an individual; they cannot be made payable to organizations. Although the soldier may select any individual to be owner, co-owner, or beneficiary, they must choose one of the following categories:

- a. Bond owner code 1-Soldier is bond owner with a co-owner. (SSAN of co-owner is required)
  - b. Bond owner code 2-Soldier is the bond owner with beneficiary.
  - c. Bond owner code 3-Soldier is sole owner.
  - d. Bond owner code 4-Soldier is co-owner and someone else is bond owner. (SSAN of owner is required).
  - e. Bond owner code 5-Soldier is beneficiary and someone else is bond owner. (SSAN of owner is required).
  - f. Bond owner code 6-Other party is owner with third party as co-owner. (SSAN of owner is required)
  - g. Bond owner code 7-Other party is owner with third party as beneficiary. (SSAN of owner is required)
  - h. Bond owner code 8-Other party is sole owner, and no one else is co-owner or beneficiary.
2. Mailing of bonds. The soldier may also direct where the bonds are to be mailed to. These options are:
- a. To the soldier.
  - b. To the beneficiary, co-owner, or owner.

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c. To be held in safekeeping by DFAS, Department 22, Indianapolis, IN 46249. Only savings bonds with active duty soldiers as the owner may be held in safekeeping at DFAS-IN.

3. Term and amount. BOND and MBOND allotments will be established for an indefinite period. The amount of deduction for each bond is as follows:

Monthly deduction	# of months	Purchase price	Value of bond
\$6.25	8	\$50.00	\$100.00
\$12.50	4	\$50.00	\$100.00
\$25.00	2	\$50.00	\$100.00
\$50.00	1	\$50.00	\$100.00
\$50.00	2	\$100.00	\$200.00
\$100.00	1	\$100.00	\$200.00
\$62.50	4	\$250.00	\$500.00
\$125.00	2	\$250.00	\$500.00
\$250.00	1	\$250.00	\$500.00
\$250.00	2	\$500.00	\$1000.00
\$500.00	1	\$500.00	\$1000.00

#### 4. **Army Emergency Relief Class (AER)** Term Allotments

AER term allotments are for the purpose of repaying loans to AER. A separate Class T allotment is required for each debt. This type of allotment is normally submitted by the AER office to the finance office. The allotment will stop automatically when the debt is paid off. The allotment cannot be stopped prior to the scheduled stop date without approval of the AER office.

#### 5. **American Red Cross Class T (REDCR)** Allotments

Red Cross allotments are the same as AER allotments are the same as AER allotments except the allotment is submitted by the office of the American Red Cross for repayment of loans to that agency.

#### 6. **Indebtedness To Government Agencies**



## ◆PAY OPTIONS◆

### AVAILABLE PAY OPTIONS:

Soldiers may select from the following pay options by contacting their PSNCO, or while in-processing at finance.

1. Sure Pay/Direct Deposit to a financial organization. A SF Form 1199a must be completed and submitted with a DA Form 3685-R. **Soldiers now have the capability to change their financial institution using E/MSS.**
2. Soldiers may elect to be paid once or twice each month. If twice a month is desired, the mid-month amount paid will be equal to half of the anticipated net pay.
  - a. The payment frequency may be changed in conjunction with any transaction to start, stop or change payment to a financial organization. It may also be changed without effect on the financial organization designated to receive pay to the extent that a soldier may change from once to twice a month or vice versa.
  - b. A change from twice a month to once a month is always effective on first day of a month. A change from a month to twice a month payment is effective for mid-month paycheck, if transaction is processed before mid-month cutoff. Any payment frequency change processed after mid-month cutoff is recycled until the first of next month. The effective date of recycled transaction is changed to the first of next month.



## ◆WITHHOLDING INCOME TAX◆

1. REFERENCE: DODPM, VOLUME 7A, CHAPTER 44

2. GENERAL: When a soldier first reports for duty or whenever a soldier's tax status changes, the soldier must submit a TD Form W-4. The information shown on the TD W-4 is used to change State Income Tax Withholding (SITW) and Federal Income Tax Withholding (FITW) data. Soldier must submit a DD Form 2058 to change legal residence. Legal residence does not change because of change of permanent station. Soldier must submit a DD Form 2058-1 if not residing in their state of legal residence and the state does not require them to pay state taxes. The following reasons may be used to change the soldier's status.

a. Change in marital Status.

b. Change in number of allowances.

c. Additional Withholding.

1. Soldier must specify an amount

2. Soldier must indicate on TD Form W-4 if additional amount is for state, federal or both.

3. Soldier must claim single with "0" exemptions.

d. Exemption from Withholding

1. Must have had no tax liability in the previous year and anticipates none in the current year.

2. A TD W-4 for exemption from withholding is only valid for the calendar year in which it is submitted. Must submit a new form by 15 February of the next calendar year. If during the year, an individual determined that he or she will have a tax liability in the current year, a new TD Form W-4 claiming a valid election and number of exemptions must be submitted within 10 days. If soldier determines that they will have a tax liability in the next year, a TD W-4 must be submitted by 1 December of the current year to be effective 1 January of the new year.

3. Specific legal questions regarding State of legal residence should be addressed to the Legal Assistance Office.

e. Changing State of legal residence.

1. DD Form 2058 must be attached to TD Form W-4.

2. DD Form 2058-1 must be attached if soldier elects not to pay state tax and state of legal residence is tax exempted.



## ◆TRICARE-FAMILY MEMBER DENTAL PLAN◆

1. REFERENCE: DODPM, VOLUME 7A, CHAPTER 54

2. GENERAL: The TRICARE is for children and spouses of active duty members who are enrolled in the Defense Enrollment and Eligibility Reporting System (DEERS).

3. ELIGIBILITY REQUIREMENTS:

1. Minimum enrollment period is 24 months except for the following:

a. On orders to PCS resulting in a move of the family's residence of more than 50 miles.

b. If enrolled in an employment-based dental insurance plan. To terminate enrollment on this basis the member must furnish proof of other employment-based dental insurance coverage at the time the dis-enrollment application is completed.

c. Or returning from overseas, minimum 13 months.

2. All family member age 4 and above (spouse and dependent children) residing in the same household must be enrolled except:

a. Children are living with an ex-spouse.

b. Children are attending college away from home.

c. Children are living with relatives away from the main family unit.

d. Children are in a foster home.

4. DIS-ENROLLMENT:

a. Voluntary Dis-enrollment. The soldier may voluntarily terminate enrollment after the minimum period of 24 months. All voluntary terminations are effective on the last day of the month in which the member completes the DD Form 2492.

b. Separation or Absence. Enrollment is automatically terminated when the member terminates active duty service or when the member enters a non-pay status over 1 month in duration regardless of whether the member has completed the minimum enrollment period. When a member terminates active service, FMDP coverage is terminated as of the last day of the month in which the member terminates active service.

c. Loss of Eligibility. When a member no longer has dependents eligible to participate in the FMDP, the member must complete dis-enrollment procedures established by the service concerned. Coverage will be terminated as of the last day of the month in which the member lost dependent eligibility. A member is considered to no longer have eligible dependents when:

1. The member gets divorce and the only enrolled dependent was the spouse,

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2. The member's only enrolled dependent was a child, who is emancipated,
  3. All enrolled dependents established a permanent residence in an area not eligible for the FMDP or,
  4. All enrolled dependents die.
1. The monthly deductions are:
    - a. A single-family member
    - b. Two or more family members- 20.00.
  2. Retroactive Adjustments.
    - a. If notice of enrollment is received after the date the first premium collection was due, immediate collection will be made of all past due premiums.
    - b. If notice of dis-enrollment is received after premiums have already been collected or when FMDP premiums were collected prior to notification of a loss of member or dependent eligibility, excess premiums will be refunded to the member.**
    - c. Military pay no is no longer authorized to affect input for TRICARE DDP. The government contractor, Concordia is responsible for all starts, changes or stops to the soldier's pay account.**



## ◆ GARNISHMENTS OF SOLDIER'S PAY ◆

1. REFERENCE: DODPM, VOLUME 7A, CHAPTER 50

2. GENERAL: A soldier's pay account can be subject to involuntary collection of delinquent child support or alimony payments in arrears. DFAS-IN is required to make collection for CONUS-originated garnishments when legal process is issued by state or federal court of competent jurisdiction to enforce a legal obligation to pay child support or alimony.

a. Pay subject to garnishment. The following items of pay and bonuses are subject to legal process:

1. Basic Pay

2. Special Pay (including enlistment and reenlistment bonuses).

3. Incentive pay.

4. Accrued leave payments (basic pay portion only).

5. Readjustment pay.

6. Severance pay (including disability severance pay).

7. Lump-sum Reserve bonus.

8. Inactive duty training pay

9. Retired pay (including disability retired pay).

10. Retainer pay.

11. Separation pays Voluntary Separation Incentive (VSI), and Special Separation Benefit (SSB).

b. Maximum amount of pay subject to garnishment is as follows:

1. Fifty percent (50%) if the member is supporting a spouse or dependent child (other than a spouse or dependent child with respect to whom the legal process is issued).

2. Sixty Percent (60%) if the member is not supporting a spouse or dependent child.

3. If the soldier is in arrears for a period, which is 12 weeks prior to the beginning of the pay period involved, the maximum percentage under (a) above is 55 percent and under (b) above is 65 percent.

c. Allotments in effect currently may be stopped without the soldier's written approval. Finance will afford the soldier the opportunity to voluntarily stop any existing allotments if necessary to liquidate the indebtedness.



### 3. PROCEDURES:

- a. Garnishment is received and reviewed for legal sufficiency by the DFAS-CL or USAREUR legal office.
- b. The legal office forwards the garnishment to the Military Pay Operations Branch for collection. The collection is input against the soldier's pay immediately - failure to do so subjects the agencies to contempt charges.
- c. Two notifications are sent at the same time the collection is input:
  - (1) A message is sent to the servicing DMPO, which is used to attempt to contact the soldier.
  - (2) A letter is sent by the appropriate Military Pay Operations Branch to the soldier's commander as an additional notification.



## ◆DEBT MANAGEMENT◆

### 1. REFERENCES:

a. DODPM Part 7 Chapter 7, Sections C, D, E and F b. AR 600-4 Remission/Cancellation of Indebtedness (Enlisted) c. AR 37-104-4 Chapter 22, Waiver of US Claims For Erroneous Payment d. AR 600-15 Indebtedness of Military Personnel e. AR 735-11 Accounting for Lost Damaged, and Destroyed Property

2. GENERAL: Debts to the government can be collected either voluntarily or involuntarily from the soldier's pay account for any outstanding debts. Soldiers will be notified in writing for debts over one hundred and fifty dollars (\$150.00).

### 3. SOLDIER'S RESPONSIBILITY AFTER NOTIFICATION:

a. Determine if debt is valid if yes, acknowledge the debt.

1. Make cash settlement or,

2. Request proration (if applicable), or

3. Request waiver or apply for remission and cancellation.

b. If debt is not valid challenge the debt with a written statement and supporting documents.

c. Immediately contact the finance office.

d. If requesting a waiver or remission and cancellation immediately request a suspension of indebtedness. Must be approved by commander.

An enlisted member on active duty or the member's commander may apply for remission of the enlisted soldier's indebtedness to the United States. The debt may not be remitted or canceled after the soldier is discharged, retires, or released from active duty. An indebtedness arising in one period of active duty may, however, be remitted during a latter period of active duty.

## **WAIVER OF CLAIMS FOR ERRONEOUS PAYMENTS OF PAY AND ALLOWANCES**

All officers may request a waiver for erroneous payments of pay and allowances including erroneous payments of travel and transportation allowances, if recovery is determined to be against equity and good conscience. Enlisted soldiers may request a remission or cancellation. Requests for debts less than \$1500.00 can be waived by the Directors of the DFAS Centers. Debts over \$1500.00 will be referred to the Comptroller General or Department concerned within 3 years from the date the erroneous payment was discovered. Member must apply for refund of amount collected within 2 years from the date of waiver approval. Waivers may be approved if the erroneous payment occurred through administrative error and that there is no indication of fraud, misrepresentation fault, or lack of good faith on the part of the member or any other person having an interest in obtaining a waiver of the claim. Collection may be suspended on certain cases pending action on an application on a case-by-case basis as to whether suspension of collection would be appropriate.

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## **AAFES COLLECTIONS**

AAFES is the agency that is responsible for collection of delinquent Deferred Payment Plan accounts and bad checks issued to AAFES. Only AAFES can reimburse a soldier for an erroneous collection. All questions concerning an AAFES debt should be directed to the customer services located at your local exchange office. The finance office will ensure that no more than 2/3 of disposable pay is collected from the soldier's pay account. Collections for bad checks will be made in a lump sum amount regardless of the amount of the check.

### **METHODS OF COLLECTION:**

1. Lump sum collection.
2. Amount equal to 2/3 of the member's disposable pay.
3. Amount agreed to by member and finance.

### **OTHER METHODS:**

1. Debts that may be remitted or canceled under AR 600-4.
  - a. Payments made in error to a soldier.
  - b. Payments made in excess of an allowance on behalf of a soldier.
  - c. Debts incurred while serving as an officer of the US Army.
  - d. Debts acknowledged as valid.
  - e. Debts for which an appeal has been denied (DODPM, Part 7, Chapter 7, see D).
  - f. Debts for which waiver has been denied (DODPM Part 7, Chapter 7, see F; AR 37-10; or 10 USC 2774).
  - g. Debts established in a report of survey (AR 735-11).
  - h. A Debt incurred by an ARNG soldier may be remitted or canceled under certain conditions.
2. Indebtedness that may not be canceled or remitted.
  - a. Soldier's pay is not reduced promptly in connection with forfeiture of pay imposed by court-martial sentence or under article 15 of the Uniform Code of Military Justice (UCMJ).
  - b. After discharged unless the soldier has reenlisted.
  - c. If soldier will receive less than an honorable discharge at time of separation.
  - d. When a member of the Reserve Component is not on full-time active duty.

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- e. When a soldier is retired, whether the debt occurred before or after retirement.
- f. When a soldier is held liable for damage or loss of property to another branch of service.
- g. When debts are due to loss of public funds obtained or converted to own use through fraud, larceny embezzlement, or other unlawful means.
- h. When debts are due to fines imposed by court-martial sentence.



**DEPARTMENT OF THE ARMY  
176TH FINANCE BATTALION  
UNIT #15299  
APO AP 96205-5299**

EAFC-FO

**March 1, 2003  
S: March 5, 2003**

MEMORANDUM THROUGH COMMANDER,  
SUBJECT: COLLECTION OF INDEBTEDNESS

You are indebted to the U.S. Government as shown on the attached document.

You may request lump sum collection of this debt with no additional charges. You must notify this office of your preference by using the attachment. Failure to respond by the suspense date above will result in lump sum collection and the imposition of \$15.00 Administrative Fee. Except for Household Goods debts, you may also repay the indebtedness cash Collection Voucher (CCV), cashier check money order or personal check if more that 60 days left on enlistment make check payable to U.S. TREASURY.

For Enlisted personnel, R 600-4, provides provisions for application for erroneous payment of pay and allowances is subject to waiver under Public Law 92-453 if there is no evidence of fraud misrepresentations fault or lack of good faith. However this claim may not be waived merely because it resulted from administrative error.

For addition information call the Debt Management Section at 723-8834.

/S/  
JOHN A. DOE  
CPT, FC  
Commanding

**PRESENTED BY: 175th FINCOM**

February 2003



MEMORANDUM FOR FINANCE OFFICER; EAFC-FO-Y (Debt Management Section)

SUBJECT; Collection of Indebtedness

( ) I am repaying this debt by Cash Collection Voucher and will provide your office a copy of the CCV no later than the stated suspense date.

I acknowledge the validity of this debt and request it be deducted in its entirety from my next pay.

I acknowledge the validity of this debt and request that it be prorated for a period months. Proration exceeding 12 months requires complete financial statement. I understand that interest will be charged.

A completed DA Form 4943-R Application for Waiver of Erroneous Payment or DA Form 3508-r, Application for Remission or Cancellation of Indebtedness is attached.

Note: Failure to complete and return this endorsement will result in posting of the debt for lump sum collection and imposition of a \$15.00 Administrative Fee.

Soldier's Signature

Recommend approval/disapproval of the request for proration

/S/  
JOHN A. DOE  
CPT, FC  
Commanding

**PRESENTED BY: 175th FINCOM**

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## ◆ ABSENCE ◆

### 1. GENERAL:

a. Absences are classified in two categories-authorized and unauthorized. Pay and allowance are payable to soldiers during periods of authorized absence but not during periods of unauthorized absence unless such absence is excused as unavoidable by the commander.

b. Unauthorized absence of less than 24 consecutive hours does not affect pay and allowances. This applies even if the absence involves parts of 2 calendar days.

2. DA Form 3 1, Request and Authority for Leave, will be used as the substantiating document for all types of leave.

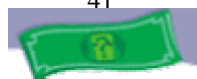
3. DA Form 4187 Personal Action will be used as the substantiating document for all other absences. One copy of DA Form 4187 will be submitted for all duty status changes IAW DA Pam 600-8.

a. Leave accrues at the rate of 2 1/2 days per month per year. Leave accrues for prorated portions of a month at the rate of 1/2 days of leave per 6 calendar days.

b. Normally, soldiers may not accrue more than 60 days leave beyond end of the fiscal year (30 September). At the beginning of each fiscal year (1 October). All leave accounts are automatically screened. Leave balances in excess of 60 days are administratively reduced. A soldier is entitled to accumulate in excess of 60 days if she/he served for a continuous periods of 120 days in which the soldier was entitled to receive hostile fire/imminent danger pay.

c. Enlisted soldiers on authorized leave are entitled to leave rations for each days of chargeable leave. Leave rations are payable at the same daily rate as separate rations. The input of the leave to JSS automatically generates payments of leave rations.

d. Enlisted soldiers who depart on convalescent leave (while the leave is not chargeable against accrued leave) are authorized leave rations and will receive the entitlement on their LES.



## ◆ EXCESS LEAVE ◆

1. REFERENCE: DODFMR, VOLUME 7A, CHAPTER 3

2. General:

a. If approved by the commander a soldier may elect to utilize advance leave (leave granted prior to its accrual) of up to 30 days or that number of days of leave which can be accrued prior to the members ETS, whichever is less. Utilization of leave in excess of this amount will place the individual in an excess leave status.

b. During periods of excess leave, the soldier is not entitled to pay and allowances, nor does leave accrue during this period.

c. Negative leave balances may be converted to excess leave upon reenlistment within 3 months of the current enlistment. Additionally, if a soldier extends any leave taken in excess of that which will accrue prior to the original ETS, will be charged as excess leave.



**DEPARTMENT OF THE ARMY  
176TH FINANCE BATTALION  
UNIT #15299  
APO AP 96205-5299**

EAFC-FO

**March 1, 2003**

MEMORANDUM FOR COMMANDER

SUBJECT: Debt Avoidance for (Soldier's grade, Last name, First name, SSN)

Individual is not indebted to the U.S. Government.

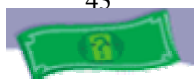
Individual is indebted to the U.S. Government in the amount of \$0.00. We are taking steps to collect this debt.

Point of contact is Finance Office (FO), building 2254, 723-8834.

/S/  
JOHN A. DOE  
CPT, FC  
Commanding

**PRESENTED BY: 175th FINCOM**

February 2003



**DEPARTMENT OF THE ARMY  
176TH FINANCE BATTALION  
UNIT #15299  
APO AP 96205-5299**

EAFC-FO

**March 1, 2003**

MEMORANDUM FOR FINANCE OFFICER; EAFC-FO-Y (Debt Management Section)

SUBJECT: Debt Avoidance Notice

1. I am considering the individual listed below for early separation or elimination from the US Army. Request you review individual's pay account to determine any outstanding indebtedness to the U.S. Government.

NAME

RANK

SSN

CONTEMPLATED CHAPTER\ACTION

ESTIMATED DATE OF SEPARATION

2. If individual is indebted to the U.S. Government, request that you take the appropriate action to satisfy the outstanding debt(s).

3. Request you reply by Endorsement with the results of the review.

4. POC is                      phone                      unit

/S/  
JOHN A. DOE  
CPT, FC  
Commanding

1 Encls  
Debt Avoidance Counseling  
Statement

**PRESENTED BY: 175th FINCOM**

February 2003



## **MEMORANDUM FOR UNIT COMMANDER**

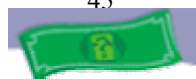
**SUBJECT:** Debt Avoidance Counseling Statement

**I AM AWARE THAT:**

1. Finance will change my pay option to once a month, all pay at the end of the month. I will not have a mid-month pay option.
2. If I am indebted to the U.S. Government, Finance will stop all allotments with the exception of involuntary support (garnishment) and commercial insurance allotment.
3. I must now pay all other bills normally paid through the allotment system.
4. Finance will not make a payment if I have less than 30 days remaining prior to my discharge date. If I have any pay coming I will receive it on the day I am discharged.
5. While I am pending this action, I am not entitled to initial anniversary payments for enlistment or Reenlistment bonuses.
6. If this action is not approved I may submit a new pay option as well as resubmit all allotment restarts.

**PRESENTED BY:** 175th FINCOM

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## ◆UNIT TRANSMITTAL MEMORANDUM◆

1. GENERAL: The UTM is the only authorized means by which commanders can provide documentation to the FO which will form the basis for pay changes. Documents received from supported units and/or agencies, which are not on UTM, will be returned without action to the submitting unit/agency for proper submission. Only pay related documents will be resubmitted.

2. RESPONSIBILITIES: The Unit Commander/PSNCO will:

- a. Ensure all documents that effect a soldier's pay are prepared accurately, timely and immediately sent to the FO.
- b. Assist soldiers in preparing necessary forms and documents.
- c. Ensure prompt processing of deficiencies.

3. PROCEDURES:

- a. UTM's will be submitted in numerical sequence.
- b. All documents attached will be annotated on the reverse side of the UTM.
- c. Documents should be paper clipped to the UTM, not stapled.
- d. Upon receipt of the UTM, the FO receiving clerk will examine the UTM to ensure:
  - 1. The attached documents agree with those listed on the UTM.
  - 2. The attachments are properly prepared.
  - 3. Only pay related documents are attached.
- e. If discrepancies and/or errors with the documents are noted upon receipt, the discrepancy will be annotated on the UTM and returned with the UTM. The document(s) may need to be corrected and resubmitted on a subsequent UTM.

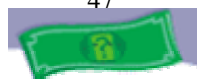


## ◆PAY INQUIRIES◆

1. Pay inquiries are processed by use of DA Form 2142. Service members with pay questions, whether it deals with military pay LES information, request for payment or PCS travel settlement, submit their inquiries through the servicing PAC. The PAC will hand carry the inquiries to the Customer Service Branch.
2. Inquiries requesting payments will be given priority over routine questions or requests for missing LESs. Requests for payment for E-5 and below require commander's signature.
3. Ensure the input source code is annotate on the upper right hand comer.
4. The nature of the inquiry should be in sufficient detail e.g., what item of pay, what period of payment is in question, etc., so we can answer the specific question.
5. Pay inquiries are normally processed within 3 to 5 working days from date of receipt and return to the unit through the distribution center.

### **FINANCE COMMANDER'S HOTLINE (725-CASH/2274)**

To enhance the support we provide to our customers and provide another avenue to correct unresolved pay concerns, the 175<sup>th</sup> FINCOM has the Finance Commanders Hotline (725-CASH/2274). This hotline can be contacted 24 hours a day and inquires will be answered within 2 working days. Service members should first contact their servicing finance office for problem resolution.



## ◆REQUEST FOR W-2 FORMS◆

1. GENERAL: Requests for re-issue or corrected W-2 forms can be made by the soldier if needed. Request for reissue of W-2's can be provided to the soldier by the next working day. Corrected W-2 forms will have to be submitted to DFAS-IN for re-issue and will take about 30 days to be processed.

### 2. PROCEDURES FOR RE-ISSUE OR CORRECTED W-2:

Request re-issue or corrected W-2 Form on DA Form 2142, Pay Inquiry, through the unit PAC. The following information should be provided by the soldier:

- a. Correct social security number.
  - b. Indicate if name was changed during tax year and provide the old name,
  - c. Provide all LES's if requesting a corrected W-2.
  - d. Provide a copy of Bonus payments received if requesting a corrected W-2.
  - e. Provide copies of Court Martial or Article 15 deductions of basic pay if requesting a corrected W-2.
  - f. If eligible for combat zone tax exemption must provide the following
    1. Orders for TDY period.
    2. Statement from commander indicating the period soldier was assigned to the combat zone.
  - g. Valid address in which to send corrected W-2.
  - h. Indicate tax year needed.
3. DITY W-2s are maintained by the FO that processed the DITY settlement voucher.



## ◆UNIT COMMANDER'S FINANCE REPORT (UCFR)◆ UNIT COMMANDER RECONCILIATION PROCEDURES

1. **OVERVIEW:** The UCFR is an extremely valuable management tool provided to unit commanders once a month (see Figure 1-1). The report provides the unit commander a one-line rollup of a soldier's monthly pay account status making it easier to review the soldier's pay. All available documents in the battalion S-1 or the unit PAC should be used to verify data on the UCFR (e.g. unit rosters, AAA-162 Unit Personnel Accountability Report, SIDPERS rosters, DA Form 4187s, AWOL files, and Article-15 files). The commander is required to review, annotate, sign and date the monthly UCFR and return a certified copy of the corrected UCFR with supporting documents on a Unit Transmittal Memorandum (UTM) to the Defense Military Pay Office (DMPO) or Finance Battalion/Detachment (hereafter collectively referred to as "DMPOs") by the suspense date established by the DMPO. Unit commanders must not sign the UCFR until it is certain that all discrepancies have been identified and annotated directly on the UCFR and that all substantiating documents that support all annotations are attached. **A proper review of the UCFR is essential to improve combat readiness, reduce fraud, waste and abuse, and ensure soldiers receive the pay to which they are entitled.**

THIS REPORT IS SUBJECT TO THE PRIVACY ACT OF 1974															
RUN DATE: 23 Sep 02			UNIT COMMANDERS FINANCE REPORT					PCN: UH099C630		PAGE: 1					
FOR THE MONTH ENDING: 30 Sep 02															
UNIT: XX ENGINEER BN A COMPANY					UIC: AAWH0PA3					DSSN: 1234					
GR NAME	SSAN	NET PAY	ALMTS	BAQ	BAS	VHA	PAY OPT	LV BAL	C/M ART 15	BAL DUE US	INCEN PAY	ETS	STATUS	OHA	COLA
E4 JONES	123456789	1387EM	200.00	QTR		46216	CHECK	-05.5	100.00	1050.00	YES	010220			
04 NOKES	987654321	3100	1000.00	W/D	YES	98501	SAVE	53.5			1500.00				
E7 WALKER	222222222	2002EM		W/O			CHECK	13.0		25.00	YES				
-----LEGEND-----															
GR - BASIC PAY GRADE NAME - 1ST NINE OF NAME SSAN - SOCIAL SECURITY ACCOUNT NUMBER NET PAY - MONTHLY NET PAY EM = MBR PAID END OF MONTH ONLY ALMTS - TOTAL OF MONTHLY ALLOTMENTS BAQ - W/D = WITH DEPENDENTS; W/O = WITHOUT DEPENDENTS; REB = PARTIAL REBATE; QTR=FAMILY TYPE HOUSING DIF=BAH DIFFERENTIAL BAS - SR = SEPARATE RATIONS; RNA = RATIONS-IN-KIND NOT AVAILABLE; EMG = RATIONS UNDER EMERGENCY CONDITIONS; YES = OFF OR WO VHA - ZIPCODE = VARIABLE HOUSING ALLOWANCE (VHA) IS BEING PAID D = DUAL VHA; I = INTERIM VHA (MAY HAVE MORE THAN ONE TYPE OF VHA IN EFFECT)								PAY OPT - CHEK = CHECKING; SAVE = SAVINGS ACCOUNT; ADDR = LOCAL ADDRESS LV BAL - LEAVE BALANCE AT END OF MONTH C/M ART15 - COLLECTION FOR COURTS MARTIAL OR ART15 BAL DUE US - AMOUNT OWED OR INDEBTEDNESS AT EOM INCEN PAY - YES = MBR RECEIVING INCENTIVE PAY ETS - EXPIRATION OF TERM OF SERVICE. THIS WILL SHOW 4 MONTHS PRIOR TO ETS STATUS-MBR DUTY STATUS, IF OTHER THAN DUTY. FILD = FIELD DUTY; SUSP = SUSPENDED STATUS; AWOL= ABSENT W/O LEAVE; CONF = CONFINEMENT; DEST = DESERTED OHA - OVERSEAS HOUSING ALLOWANCE. WD# = WITH DEP AND NUMBER SHARING RENT; W/O = WITHOUT DEP COLA - COST OF LIVING ALLOWANCE. W/O = WITHOUT DEP; B/C BARRACK COLA; WD# = WITH DEP AND THE NUMBER OF DEP FOR WHICH COLA IS AUTHORIZED							
THIS REPORT IS SUBJECT TO THE PRIVACY ACT OF 1974 FIGURE 1-1															

2. **LEGEND:** A legend that provides a description of each column on the UCFR is printed on the bottom of the first page of the report (see Figure 1-1).

PRESENTED BY: 175th FINCOM

February 2003



3. **RECONCILIATION PROCEDURES:** All corrections, additions, deletions, and changes should be annotated in red on the report in accordance with the following procedures:

a. **GR (Pay Grade).** Pay grade for each soldier. If pay grades E1-E4 are incorrect, have your PAC contact the battalion S1 to ensure SIDPERS reflects the proper grade. If SIDPERS is wrong, have the SIDPERS clerk input the transaction. If pay grades E5, E6, O1, O2, WO1, and WO2 are incorrect, have your PAC contact G1/PSB to query MS51 to ensure SIDPERS and TAPDB reflect the correct grade. If they don't, G1/PSB needs to input the transaction to update SIDPERS or TAPDB. If SIDPERS and TAPDB reflect the proper grade, request a copy of the MS51 query from G1/PSB. Submit the MS51 printout and a copy of the DA Form 4187 (E1-E4) or orders (all other grades) on a UTM to the DMPO to update the grade change.

b. **NAME.** It is critical to have every soldier in your unit on this report, as well as remove soldiers who have departed, separated or retired. Draw a line through any soldiers not currently assigned/attached to your unit and write the appropriate reason code (below) to the left of the soldier's GRADE on the UCFR:

(1) **PCS** & date (YYMMDD) – Used if soldier departed unit on Permanent Change of Station. Unit must provide a copy of order for input.

(2) **SEP** & date (YYMMDD) – Used if soldier has been SEParated from the service due to ETS, chapter, medical release, etc. Unit must provide a copy of order for input.

(3) **RET** & date (YYMMDD) – Used if soldier has RETired from the service. Unit must provide a copy of order for input.

(4) **TLV** & date (YYMMDD) – Used if soldier is on Transition LeaVe/Permissive TDY prior to actual discharge. Unit must provide a copy of leave form (DA Form 31) for input.

(5) **TRF** & date (YYMMDD) – Used if soldier made an inter-post TRAnsFer from one unit or company to another. Unit will provide a copy of the order/Personnel Action (DA Form 4187) for input. If the soldier is transferring within the Battalion (from HHC to D Company, for example), complete the attachment and return with the UCFR.

(6) **NIU** – Used if soldier does not belong to the company/battalion (Not In Unit). Research required by finance. If you know to which unit the soldier is assigned, please annotate this on the UCFR.

If a newly arrived soldier is in the unit but the name does not appear on the UCFR, print the soldier's complete name, SSN, date of arrival and PACIDN on the attachment. Attach this sheet and a copy of the assignment or attachment orders to the UCFR.

c. **SSAN (Social Security Administration Number).** If this number is wrong, the soldier will need to furnish proof to their PAC of the correct number. The soldier's servicing personnel office/G1 is responsible for making input to change the social security number.



d. **NET PAY.** This column shows the total amount a soldier was paid for mid-month (MIDMO) and end-of-month (EOM). When “EM” follows the money amount, the soldier has an EOM-only pay election. If this space is blank, the soldier has no pay due (NPD) for the entire month. Notify the DMPO immediately by forwarding a completed/signed Pay Inquiry (DA Form 2142). The DMPO will take the appropriate action to confirm the soldier’s pay status and issue a payment, if necessary (the DMPO will notify the unit if the soldier is required to be seen). Barring any unique problems or issues, the DMPO should have any money due sent to the soldier’s account via Electronic Fund Transfer (EFT) within 72 hours of notification of the situation.

e. **ALMTS (Allotments).** The total of all allotments, to include savings bonds, currently being deducted from the soldier’s pay.

f. **BAQ/BAH (Basic Allowance for Quarters/Housing).** There are five (5) different codes for BAH. Commanders should review this area carefully and compare the soldier’s dependency status and type of living quarters with the type of BAH annotated on the UCFR. This is the most abused entitlement due to the constant, and many times unnoticed, changes in dependency status (marriage, divorce, birth, adoption, legal separation, and enlistment). If the UCFR information is incorrect, send the soldier along with his/her appropriate documentation to the DMPO in order to change (increase/decrease) the BAH entitlement. The following codes are used on the UCFR to identify the type of BAH received:

(1) **REB** - Partial BAH, formally called “**REBATE**,” is for single soldiers (officer and enlisted) living in “single type” quarters (barracks, BEQ, BOQ) who are not otherwise entitled to receive another type of BAH.

(2) **W/O** - BAH **WithOut** dependents, formally called BAQ at own right, is for single and divorced soldiers who do not have any dependents and are not required to live in “single type” quarters (due to space non-availability, own election, or installation policy). These soldiers are entitled to BAH at the without dependent rate. Soldier married to soldier and living off-post without any other dependents also fall into this category.

(3) **W/D** - BAH **With Dependents** is payable to any soldier having a lawful spouse (that is not active military), a legitimate, illegitimate, step, or adopted unmarried minor child or children, or secondary dependents (i.e. parent, parent-in-law, stepparent, parent-by-adoption, in-loco-parentis; students 21 and 22 years of age; incapacitated children over 21 years of age; and wards of a court).

(4) **DIF** - BAH **DIF**ference, formerly the difference between the BAH with and without rates, is payable to any soldier that shows proof of dependency and proof of support. The soldier is encouraged to start an allotment to the court or custodial guardian (someone having physical custody), depending on circumstances, in an amount not less than the specified amount of BAH DIF for the soldier’s particular grade. If the amount of support falls below the amount specified (due to the soldier’s promotion or an annual pay raise, for example), the entitlement will be stopped.

(5) **QTR** - **QuarTeRs**, annotation of those soldiers living in “family type” quarters. BAH is stopped for all members effective the day prior to move in and will be re-started the day the soldier is cleared by a housing official.



(6) **BLANK** - This column should not be blank. If the BAH column is blank, contact the local Finance Office to determine what action/documents are required to update the account.

g. **BAS (Basic Allowance for Subsistence)**. All enlisted soldiers receive BAS; however, the type of BAS (i.e., Partial, SR, RNA) soldiers receive no longer appears on the UCFR. Soldiers in receipt of a meal card have a monthly BAS deduction on their LES'. This deduction offsets the full amount of BAS paid to meal card receipts resulting in these soldiers receiving a partial amount of BAS on their LES. The BAS column for commissioned and warrant officers is annotated with a 'YES'.

h. **VHA (Variable Housing Allowance)**. The VHA column represents the zip code the VHA portion of the BAH entitlement is based on. The VHA portion of BAH is based on the soldier's duty location (zip code) or location of dependents for restricted tours. If a soldier has W/D or W/O in the BAH column, the soldier should be receiving some type of VHA. If a soldier's zip code/VHA is incorrect, annotate the correct zip code on the UCFR and attach a completed DA Form 5960 to stop, start or re-certify the entitlement.

(1) If the soldier's permanent duty station is in CONUS, VHA is paid based on the zip code of the duty location, regardless where the dependents reside. If the permanent duty station is OCONUS and the soldier lives in "single type" quarters and the dependents are not located at or near the permanent station, VHA is payable based on the zip code of the dependent's location.

(2) Dual VHA – two (2) separate entitlements of VHA. If the soldier's permanent duty station is OCONUS (including Alaska & Hawaii), and the soldier is ordered to live off-post (due to space non-availability of "single type" quarters or installation policy), the soldier will continue to receive VHA for his dependent's location and receive an additional VHA entitlement based on the permanent duty location.

i. **PAY OPT (Pay Option)**. All soldiers should have their mid-month (MIDMO) and end of month (EOM) pay sent via EFT to a financial institution. The soldier may choose either a checking or savings account.

(1) **CHEK** - Mid-month and/or EOM pay election is sent EFT to the soldier's **CHEcKing** account at the designated financial institution.

(2) **SAVE** - Mid-month and/or EOM pay election is sent EFT to the soldier's **SAV(E)ings** account at the designated financial institution.

(3) **ADDR** - Mid-month and/or EOM pay election is sent by check to a mailing **ADDRess**. **This option is no longer valid**. Send the soldier to the local installation financial institution, if necessary, in order to open a checking or savings account. Once an account is available, have the soldier immediately initiate a pay option change.

j. **LV BAL (Leave Balance)**. This column reflects the accumulated days of leave the soldier has earned through the EOM of that report ("15.0" means the soldier has 15 days accrued leave as of the end of the month; "15.0-" means the soldier is fifteen days in the negative as of the end of month). Commanders should monitor this column to ensure soldiers take their leave and that it is posted to



their LES. This column is also important for administering the unit's leave management program, ensuring soldiers do not lose leave between fiscal years. (Points of concern are those soldiers with over 60 days accrued leave shown on the June, July, or August UCFRs.) Ensure all leaves taken are posted to the LES in a timely manner by comparing the leave balance from the previous month with the current month and/or a copy of the leave. If you notice a leave has not been posted, have the PAC compare the Daily Report of Transactions (DROT) with the leave control log to see if the transaction has been processed. Annotate any corrections/errors and submit a copy of the DA Form 31 to the DMPO with the UCFR.

k. **CM ART 15 (Court-Martial and Article 15).** This column is designed to reflect collections of fines and forfeitures that should be deducted from the soldier's pay. Depending on the date the punishment is rendered, the collection should show on the LES in the month of or month following the punishment. Use this column to ensure that all Court-Martial and Article 15 fines and forfeitures have been collected. If no collection has taken place within 30 days from the effective date of punishment, annotate the correction/error on the UCFR and attach a copy of the Article 15 or Court-Martial Order.

l. **DUE US (Balance Due US).** This is the amount of money the soldier owes the United States government. This figure will include advance pays, government property lost or damaged (GPLD), reports of surveys, forfeitures, fines, etc. Monitor this column for amounts deemed excessive. For a soldier being chaptered, immediately request suspense of the soldier's pay account so that there will not be an "out of service debt". Annotate on the UCFR the soldier's scheduled separation date under the ETS column and attach a copy of the flag/orders to the UCFR.

m. **INC PAY (Incentive Pay/Special Duty Assignment Pay).** Soldiers entitled to incentive and special pay will have a "YES" in this column. Soldiers must be appointed under competent orders to participate in the type of duty specified and achieve/perform the minimum standards to enable continued receipt of the entitlement. This column is important for units that receive incentive/special pay on a regular basis. Verify qualified soldiers are receiving incentive/special pay and non-qualified soldiers are not. If this column is incorrect, annotate the UCFR and attach a copy of the orders authorizing/terminating the incentive/special pay or a DA Form 4187 that shows the effective date to start/stop entitlement.

Incentive Pays are as follows:

- Hazardous Duty Incentive Pay (HDIP)
- Aviation Career Incentive Pay (ACIP)
- Submarine Duty Pay
- Parachute Duty Pay
- Flight Deck Duty Pay
- Demolition Duty Pay
- Experimental Stress Duty Pay
- Toxic Fuels Duty Pay
- Toxic Pesticides Duty Pay
- Dangerous Viruses Lab Duty Pay
- Chemical Munitions Duty Pay

Special Duty Assignment Pays are as follows:

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Career Counselor  
Drill Sergeant  
Recruiter

n. **ETS (Expiration Term of Service)**. This date appears only when a soldier is within 120 days of ETS. Verify that this date is correct. If a soldier extends or reenlists, the transaction is processed by the RETAIN system which then automatically updates the military pay system. If the extension/reenlistment is not processed through the RETAIN system, DFAS will place the soldier's pay account in a suspended status until documentation to update the system is received. Conversely, if a soldier is leaving the service and approaching their separation date but it doesn't reflect on the UCFR, annotate the correct date on the UCFR and attach a copy of their orders. If any soldier reenlists or extends and a correction/change is needed, annotate the correct date on the UCFR and attach a copy of the contract.

o. **STAT (Duty Status)**. This column is especially critical because an incorrect duty status results in thousands of dollars in erroneous overpayments. If the DMPO is not notified of a change in status, the soldier will continue to get paid. Verify with the unit PAC to ensure all non-duty statuses are reported timely and correctly. If the status is incorrect, annotate the correct duty status code and effective date on the UCFR and attach a copy of the DA Form 4187 that changed the soldier's duty status. Duty status codes are as follows:

(1) **AWOL** – Absent WithOut Leave from the unit of assignment. If a soldier is AWOL more than 30 days, ensure you submit the DFR DA Form 4187 to finance. This is a non-payable status.

(2) **CONF** – Soldier has been placed in military or civilian CONFinement. The type and reason of confinement determine the non-payable status.

(3) **SUSP** – **SUSP**ended pay status allows the DMPO to freeze a soldier's pay account a month or two prior to being discharged from the service due to a chapter, medical, or other action; this helps to prevent "out of service debts." Normal ETS and retirement pay accounts are automatically suspended. Attach written notification (flag/order) of possible discharge to the UCFR so the account can be suspended. A soldier in this status will be paid upon notification from the unit commander that the soldier is still in the military.

(4) **BLANK** – Payable duty status categories (i.e., present for duty, leave (other than excess), temporary duty, hospital, etc)

**NOTE: Commanders must ensure they carefully track all duty status changes and immediately provide a copy of the supporting document(s) to the DMPO within 24 hours of a duty status change to ensure soldiers are not overpaid.**

p. **OHA/COLA (Overseas Housing Allowance/Cost of Living Allowance)**. Authorized for soldiers stationed overseas (OCONUS) and at designated locations in CONUS (COLA only). If a soldier receiving OHA is found to be in any type of government quarters, attach a memorandum to the UCFR to terminate/reduce the OHA entitlement. Verify that the number of command sponsored dependents match that shown on the UCFR. If a discrepancy is found, attach a DA Form 4187

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stating the correct number of dependents, which is forwarded to the DMPO. Listed below are the entries found on the UCFR:

	<u>OHA</u>	<u>COLA</u>
Soldier living in single type government quarters:	blank	B/C
Soldier without dependents living on economy:	WDO	WDO
Soldier with dependents living on economy:	WD1 (always shown regardless of # of dependents)	WD1, WD2, WD3 WD4, or WD5 (based on # of of dependents)

4. As an example of how to read the UCFR, take a look at the sample on page 1, Figure 1-1 (this sample is for a unit assigned in CONUS). SPC Jones is ETSing on 010220, has a large debt, and is not in a suspended status. The DMPO works an ETS listing and will notify the unit if soldiers have large debts that will not be repaid before their ETS. Determine where the soldier is living and correct accordingly. If the soldier is in the barracks, or lives off post, you need to update the BAH. Also look at MAJ Nokes' and SFC Walker's BAH and VHA columns; MAJ Nokes has an incorrect zip code for your duty station; SFC Walker does not have a zip code annotated, but is receiving W/D BAQ. MAJ Nokes and SFC Walker need to update their BAH /VHA entitlements – send them to the DMPO with the appropriate documentation to change and update their entitlements.

5. This report is a commander's primary tool to ensure all soldiers are being paid correctly. Proper reconciliation of this report is very important to ensure soldiers don't incur undo financial hardship due to incorrect pay. Your support in ensuring your UCFR is correct will help minimize pay problems for your soldiers and their families and help maximize the time your subordinate officers, NCOs, and soldiers have for unit missions and tasks.

## ATTACHMENT 2 (DELETE THIS WHEN DISTRIBUTING TO UNITS)

UNIT \_\_\_\_\_ PACIDN \_\_\_\_\_

Upon reconciliation of the monthly LESs and UCFR with the current AAA-162 report, this unit requests these changes (additions, deletions, and transfers) and LESs for the following:

**PRINT LEGIBLY OR YOU MAY NOT RECEIVE THE LES REQUESTED!**



	NAME	SSN	Correct PACIDN	LES ?	REMARKS (DATE OF ARRIVAL)	INPUT SOURCE CODE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

Unit PAC

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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## ◆ GLOSSARY ◆

### ALLOTMENT

A definite portion of the pay and allowances of a person in the military service, which is authorized to be paid to a qualified allottee.

### BASIC ALLOWANCE FOR QUARTERS (BAH)

An amount of money prescribed and limited by law, which all soldiers receive to pay for quarters not provided by the government.

### BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

A cash allowance, by law payable to officers at all times, to help reimburse them for the expense of subsisting themselves. For enlisted personnel, cash allowance payable when rations not in kind are not available, when permitted to ration separately; or when duty under emergency conditions where no messing facilities of the United States are available.

### CERTIFYING OFFICER

A person authorized to attest to the accuracy or legality of facts, especially those, which support a demand for payment.

### COLLEGE EDUCATION

College education means attendance for a full time program at the undergraduate level at approved institutions in the United States. Approved institutions for the purpose of this entitlement are accredited colleges, universities, and technical or business schools that offer courses leading to undergraduate degrees.

### COMMAND-SPONSORED DEPENDENT

Dependent(s) residing with the member at a location outside the CONUS, where the accompanied by-dependents tour is authorized and the member is authorized to serve the tour, and where the dependents) meet the following conditions:

1. The dependent(s) are entitled to travel to the member's duty station at Government expense incident to the PCS orders.
2. The dependent(s) are authorized by the appropriate authority to be at the member's duty station.
3. As a result of their residence in the vicinity of the member's duty station, the dependent(s) entitled the member to station allowances at the with-dependent rate.

**CONSECUTIVE OVERSEAS TOUR** The PCS reassignment of a member from one overseas PDS to another overseas PDS, regardless of whether it is within the same country or intra or intra-theater.

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Completion of initial overseas tour is not essential. (Exception the PCS requirement is when the member serves an in-place consecutive tour).

## DEPENDENT

With respect to a member of an uniformed service, dependent means: 1. Spouse; 2. Unmarried child under the age of 21, including an adopted child or a stepchild, but not after the divorce of the member from the stepchild's natural parent, 3. An unmarried illegitimate child under the age of 21 provide the parentage on the part of the member is established by court order, by a signed statement of parentage submitted by the member, or, in the case of a female member, the certificate showing the member as the natural mother of the child. 4. An unmarried child under the age of 21 who has been placed in the members' home by a local, state, or foreign government placement agency or a government-approved adoption agency as a part of a normal adoption process, provided the member produces a document from such agency establishing the fact of relationship and the effective date of the relationship. 5. An unmarried child over 21 but under 23 years of age who is enrolled in a full-time course of study at an educational institution approved by the Secretary concerned when the member demonstrates in a statement listing the child's income and expenses that the child is in fact dependent on the member for more than one half of the child's support. 6. An unmarried child, 21 years of age or older, who is incapable of self-support because of a mental or physical incapacity and who is in fact dependent upon the member for more than one half of the incapacitated child's support. 7. A parent, including a stepparent, parent by adoption, or any person who has stood in loco parentis at any time for continuous period of at least five years before the member's 21st birthday, or a parent, a stepparent or adopted parent of the member's spouse, any of whose dependency on the member has been determined in accordance with the rules and regulations established by the Secretary concerned.

## ENFORCED SEPARATION

Involuntary separation of the member from dependents as a result of official orders.

## GOVERNMENT MESS

Government mess means any of the following, provided it is made available to, or utilized by, the member concerned, even though officers are assessed a charge therefore:

1. Any general or service organizational mess, including mess facilities of a state-owned National Guard camp;
2. An Army or Air Force officer's or student officer's field mess;
3. A Navy, Marine Corps, or Coast Guard officer's mess; or an official wardroom mess or warrant officer's and chief officers' field mess;
4. Box lunches, in-flight meals, or rations furnished by the government.

## GOVERNMENT QUARTERS OR HOUSING FACILITIES

Includes the following:

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1. Any sleeping accommodations or family-type housing owned or leased by the United States Government.
2. Lodgings or other quarters obtained by the United States Government contract;
3. Dormitories or similar facilities by cost-plus-a-fixed-fee contractors, association or similar institution, or federal or state chartered credit union.
4. Any sleeping or housing facilities furnished by a foreign government on behalf of the United States Government;
5. Transient Facilities such as guesthouses, hostess, house and hotel-type accommodations. (Accommodations built and operated by non-appropriated fund activities are considered to be rental quarters for the purpose of BAQ eligibility.) Payment of service charges for laundering of linens, janitorial services, etc. has no effect on whether the facilities are considered government quarters or housing facilities;
6. Quarters in state-owned National Guard Camp.

